

June 2, 2006

Authors' Guide to The Second TRIZ Symposium in Japan

This is the Guide for the Authors to prepare final presentation materials for the Symposium. For more general information about the Symposium, please refer to '**Call for Participation**', '**Agenda Outline**', '**Agenda**', etc. documented and announced separately.

1. Three styles of presentations:

(a) Invited presentations: Keynote lectures, Invited papers, and Invited introductory paper.
50 min. talk + 10 min. discussion (total 60 min.), in a plenary session.
Slides will be projected in English and in Japanese in parallel onto two screens.

(b) Oral presentations: A part of contributed papers.
30 min. talk + 10 min. discussion (total 40 min.).
Some in a single track, and some others in double tracks.
Slides will be projected in English and in Japanese in parallel onto two screens.

(c) Poster presentations: A part of contributed papers.
80 min. for several Poster presentations in parallel in corners/booths of a hall.
Participants will visit some posters by turn which they are interested in.
Prints (in B4 or A4 size) of slides may be attached on up-to-three big sheets of paper (of 84 cm (W) x 119 cm (H)) and posted on the wall/boards.
Presenters are advised to talk for 15-20 min. and to make Q&A for 10-5 min. at the first round, and then to give short presentations and Q&A interactively with the participants in a flexible manner.
Prior to a 'Poster Session', we have a plenary 'Introduction to Posters' Session for 20 min.
All the Poster presenters are requested to make a brief introduction (in 2 min.) to their own Poster, by using 2-4 slides.

Interpreter services:

Interpreter service will NOT be provided for the talk in any of the presentation styles. Nevertheless, official discussions during the Invited or Oral presentations will be supported by the Symposium organizers giving language interpretation in both directions.

2. Four Editions of Proceedings:

The following four editions of Proceedings will be printed and distributed in the Symposium:

(a) Short, Japanese Edition: One-page extended abstracts of all the presentations.

(b) Short, English Edition: Abstracts of all the presentations.

(c) Full, Japanese Edition: Slides or papers in Japanese of all the presentations, except English Posters printed in English.

(d) Full, English Edition: Slides or papers in English of all the presentations
except no printed materials for Japanese Posters.

Overseas participants will be provided with the English Editions (b) and (d).

Short Editions (a) and (b) will be posted later publicly in the Web site of Japan TRIZ CB.
Parts of Full Editions (c) and (d) will be posted publicly later, even though the details
of posting are not decided yet.

This plan of Japanese/English Proceedings and parallel slide projections can only be achieved
by translating from English into Japanese and from Japanese into English by the voluntary
support work of the Symposium organizing members.

We should be grateful very much if you could cooperate with us by sending your final
manuscripts of presentation materials as early as possible, and no later than the due date.

3. Equipments for the presentation

(a) Equipments for Invited and Oral presentations:

For each presentation, two laptop PCs, two projectors, and two screens are provided.
Windows XP and PowerPoint (XP or 2003 (?)) will be available.
If you want to use any special software, please bring in you own PC.
In ordinary cases, you may bring in your slides in a USB memory.

(b) Equipments for Poster presentations:

A separate hall will be provided specifically for the Poster Sessions.
A Poster (i.e. big sheets of paper on which a number of printed slides are attached)
may be prepared on the first day at the site and posted on the wall/boards in the
hall throughout the Symposium.
[Note: On the third day, we will have to move to a different hall for the Posters.]
Up-to-three big sheets of paper (of size 84 cm (H) x 119 cm (W)) will be provided.
Authors should bring in prints (of size, say, A4 or B4) of the slides and attach them
on the big papers, with paste or tapes provided by the Symposium secretaries.
Marker pens of different colors will also be available.
Authors may also demonstrate their software, documents, etc. on their own PCs.
Up-to-four projectors may be available to project the slides on the wall or white paper.
Please tell us if you want to use these facilities.

4. Requests for the Final Presentation Materials

Please provide us the following Materials via email:

(a) For Invited or Contributed Oral presentations:

Requested (0) : **Email transfer message** containing the following information:
Your accept No., Title of the presentation, Author (Affiliation),
Brief note of the files attached in the email.

Note: In your file names, please implement the following information:

Accept No., Author name, Content, and Date.

[Example: TRIZSymp-08Nakagawa-eSlidesRev-060720.ppt]

Requested (1): **Title, Author(s), Affiliation(s), Abstract of about 100 words, and**

Brief Profile of the presenter (in one page all together)

Note: Please use the format of **Attachment A**. [in MS Word file]

This will be printed in the Short, English Edition of the Proceedings.

Requested (2): Sides for the presentation (in PowerPoint file)

These slides will be translated into Japanese for parallel projections.

[For the translation work, PowerPoint files (instead of PDF) are required.]

Optional (3): Full Paper of your presentation (in MS Word Format)

Details of the format is not specified. Printed in A4 size.

This will be printed in the Full, English version of the Proceedings.

Note: In the Full, English Edition of the Proceedings,

both Slides and Papers (if submitted) will be printed for the Invited papers,

but either Slides or Papers (if submitted) will be printed for contributed Oral papers.

[Please specify which you prefer to be printed.]

In the Full, Japanese Edition of the Proceedings,

Slides translated into Japanese will be printed for Invited/Oral papers.

Full paper in English of Invited papers (if submitted) will also be printed.

(b) For Poster Presentation Papers:

Requested (0) : Email transfer message containing the following information:

Your accept No., Title of the presentation, Author (Affiliation),

Brief note of the files attached in the email.

Note: In your file names, please implement the following information:

Accept No., Author name, Content, and Date.

[Example: TRIZSymp-08Nakagawa-eSlidesRev-060720.ppt]

Requested (1): Title, Author(s), Affiliation(s), Abstract of about 100 words, and Brief Profile of the presenter (in one page all together)

Note: Please use the format of **Attachment A**. [in MS Word file]

This will be printed in the Short, English Edition of the Proceedings.

Requested (2): 2 to 4 Introduction Slides you are going to use in the 'Introduction to Posters'.

Your introduction must be brief, in 2 min. only!

These may be excerpts of the Poster slides, or may be made specifically.

Requested (3): Either Sides for the Posters or Full Paper to be printed in the Proceedings.

Slides for the Posters (in PowerPoint file) or Full Paper (in MS Word file).

Either one of these is requested for the Proceedings.

Full Paper will be printed in A4 size. Details of the format is not specified.

Note: Requested (4): Printed Slides to be attached on the Poster sheets

You must bring these to the Symposium site and

set up the Poster for yourself prior to the Poster Session.

Please bring two sets of them for safety reasons.

5. Due Date and Sending Address of the Final Presentation Materials

Due Date: July 31 (Mon.) 17:00 JST

[The due date has been set one week earlier than our plan in Call for Papers, because of the much larger number of presentations accepted.]

We should very much appreciate your early submission of the materials, which helps us much in our translation and printing processes.

Sending Address: Send your materials via email to the two addresses at the same time.

Toru Nakagawa (OGU) nakagawa@utc.osaka-gu.ac.jp

Yoshihisa Konishi (MRI) konishi@mri-ra.co.jp

Please ensure your email to be received at the two addresses.

If you do not receive a reply from us for three days, please let us know.

6. Copyrights of the presentation (as described in our 'Call for Papers')

● **Prerequisites:** The authors must ensure that the contents of their presentations do not breach the copyrights of any other party and that their public presentations are approved by their affiliate (or any relevant) organizations.

● **Date of publication:** Official date of publication of the presentations is Aug. 31, 2006.

● **Copyrights of the presentation materials:**

Copyrights of the presentation materials belong to the authors.

Thus, after the Symposium, the authors may contribute or publish them in any other places which they think appropriate.

The authors must agree to give non-exclusive rights on the following items to the Japan TRIZ CB:

- ◇ To allow the Japan TRIZ CB to translate the presentation materials into Japanese and to treat the Japanese versions as a part of the presentation materials.
- ◇ To print the presentation materials in the Hand-outs/Proceedings of the Symposium and hand them out to the participants of the Symposium.
- ◇ To sell/distribute the copies of the Hand-outs/Proceedings of the Symposium afterwards.
- ◇ To publicly post the presentation materials at the Web sites which are decided appropriate by the Japan TRIZ CB.
- ◇ To take photos of you at the presentation and to show them in publications, postings, pamphlets, etc. which the Japan TRIZ CB has decided appropriate.

7. On Possibility of accepting additional presentations

The due date of contributed papers was May 12, 2006, and we already have decided the Program as shown separately. However, we still have a possibility of accepting a limited number of late contributions under the following conditions:

- (a) To submit the Abstracts, as requested in the Call for Papers, to the Program Committee by the due date of June 30, 2006, Friday, 18:00 JST.
- (b) To be reviewed and accepted by the Program Committee as a Poster Presentation.
- (c) To submit the final manuscripts of the presentation materials by the ordinary due date of July 31, 2006, Monday, 18:00 JST.

If you know any person who are interested in additional contribution, please inform him/her.

8. On Possibility of Changes and Rearrangements in the Program

We will change or rearrange in the Program in the following cases.

(a) In case of no submission of final presentation materials or no registration of participation by the due date:

We will have a choice of deleting the presentation from the Program and from the Proceedings.

(b) In case of Author's absence or necessity of time change due to any reasonable/unavoidable reasons.

(c) In case of earthquakes, typhoons (unfortunately in its high season), etc.

(d) In any other cases where the Program Committee decided necessary and appropriate.

9. Important Time Schedule

**Jun. 2, 2006 (Fri.) Announcement of the Program of the Symposium
Call for Participation.**

**Jul. 31, 2006 (Mon.) Due date of submitting the Final Presentation Materials and
Registration of the Symposium (including accommodation)**

Aug. 31, 2006 (Thu) - Sept. 2, 2006 (Sat.) The Second TRIZ Symposium in Japan

10. Access Points:

If you have any questions or requests, etc. please write to:

Program Chairperson:	Toru Nakagawa	nakagawa@utc.osaka-gu.ac.jp
Program Vice Chairperson:	Yoshihisa Konishi	konishi@mri-ra.co.jp
General Organizer:	Yuji Mihara	mihara@ffhd.fujifilm.co.jp
President of Japan TRIZ CB:	Toshihiro Hayashi	Hayashi.Toshihiro.ew@hitachi.com
Support of Overseas Visitors:	Toshiaki Masaki	toshiaki_masaki@gg.nitto.co.jp
Registration:	Masatoshi Hotta	info@triz-jp.com